



Welcome to the University

I would like to take this opportunity to congratulate you on obtaining a place at Northumbria University. We are really looking forward to welcoming you into our academic community.

The national and international reputation of Northumbria University continues to grow. We are recognised by employers, other academic institutions and most importantly our students for providing an excellent environment in which you can develop your subject understanding and gain a firm foundation for your future career. As you would expect in this exciting and fast changing environment, you will find that studying with us will challenge and develop you as a person and we are confident you will also find it a very rewarding and fulfilling experience.

This letter contains important information about your preparations to come to study with us. Please read it carefully.

In order to ensure that you are offered the best possible start to your academic studies, and the wider student experience, the Faculty has developed a formal induction that you are expected to attend. The formal induction sessions will take place during the period 8th – 12th January 2018. Please keep the whole week free for university and programme activities.

Please find below some important information regarding your enrolment and induction.

Arrival

You should arrive in Newcastle in time for your programme start date, which is Monday 8th January 2018.

Online Enrolment for Home and EU Students

If you have not yet done so, you will need to enrol online **before you arrive** at University. Click [here](#) to get started; you will need your University computer username and password, which have been emailed to you previously, and a passport style photograph to upload for your student Smartcard.

When you arrive at Northumbria, you will need to collect your student Smartcard from your campus Library. You must bring with you photographic identification such as a passport or driving licence to collect your smartcard, however it will only be available if you have fully completed your online enrolment and uploaded a suitable photograph 48 hours before you arrive.

Please note that the final deadline for enrolment is 29th January 2018 for Undergraduate programmes and 5th February 2018 for Postgraduate programmes, after this date you will not be permitted to join the programme.

If you are having any difficulties enrolling there are two sessions you can attend:

- **Monday 8th January 2018 11.30 – 13.00**
- and
- **Friday 12th January 2018 10.00 – 12.00**

The sessions will take place in **Student Central Commons** within the Library building.

Induction Schedule

Your induction programme will start on **Monday 8th January 2018** with introductory briefings about the Faculty, Department, and your programme of study at Northumbria. The schedule will also allow you to meet the academic staff and fellow students from your Department. Please note that it is essential that you attend all induction activities to ensure familiarisation with the University and the Programme and to help you to prepare for the academic and social aspects of university life. You will find full detailed Programme Induction information on your New Students web page.

If you are enrolling on a programme that requires you to complete a pre-course brief, or you need to refer to an equipment or reading list, these will be accessible on-line alongside your induction schedule.

Please note that the induction schedule may be subject to change. Therefore, we strongly recommend that you check the website for updates closer to your time of arrival.

Programme Handbook

A copy of your Programme Handbook, which provides information and guidance relating to University regulations and procedure, will also, be available on your programme eLP Blackboard site when you arrive and you will be given information about how to access this. Please take time to read this guide as it contains useful information for the duration of your programme

If you have, any queries either prior to your arrival or whilst you are here, please do not hesitate to contact the Ask4Help team.

Contact the Ask4Help team in person at any Student Central location: City Campus Library, City Campus East 1 (Business and Law Building), or Coach Lane Campus Library. Contact us by telephone on +44 (0) 191 227 4646 or via email as per below.

Faculty	Mail Box Address(es)
Arts, Design and Social Sciences	ad.ask4help@northumbria.ac.uk
Engineering and Environment	ee.ask4help@northumbria.ac.uk
Business and Law	bl.ask4help@northumbria.ac.uk
Health and Life Sciences	hl.ask4help@northumbria.ac.uk

We wish you a safe journey to Newcastle and look forward to welcoming you to Northumbria University.

Best wishes,

**Professor Peter Francis
Deputy Vice-Chancellor
Northumbria University**

